

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
PHONE/TDD: 815-433-6433 / FAX: 815-433-6164 / EMAIL: mchapman@lease-sped.org

Date: June 6, 2011

Time: 9:00 a.m.

Location: L.E.A.S.E. Office Board Room

Type of meeting: Public Hearing on the L.E.A.S.E. 2011-2012 Budget

Motion made by: Dr. Abrell

Motion: To call the public hearing to order

Motion seconded by: Mr. Thurwanger

Roll Call: "Yeas" – Abrell, Thurwanger, Koos and Matteson

"Nays" – none.

Action: Passed

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Mike Matteson

Members in attendance:

1. Dr. Lane Abrell
2. Ms. Carolyn Koos
3. Mr. Mike Matteson
4. Mr. Mark Thurwanger

Members absent

1. Mrs. JoEllen Fuller
2. Mr. Michael Pillion
3. Mr. Jeff Prusator

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director

Summary of discussion:

Ms. Chapman reported that she received the preliminary FY12 IDEA allocations on May 18th. There was an increase of \$6345 for regular IDEA grant funds and a decrease of \$250 for preschool IDEA funds. The overall proposed FY12 budget is \$5,514 more than the FY11 budget minus the ARRA funds. Although the LEASE levy indicates an increase of \$2,560 (1.9%) the building bond levy is \$2,721 less than FY11, therefore the overall levy is \$162 less than FY11. Because there is no clear indication regarding personnel reimbursement at this time, she did not include a personnel levy for FY12. As salary information has not been finalized, the proposed budget includes a 3% increase for current staff. This proposed budget is balanced and has been on public display as of May 6. There was no public comment. There were no questions.

Motion made by: Mr. Thurwanger

Motion: To close the public hearing

Motion seconded by: Dr. Abrell

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Open Meeting Minutes

Date: June 6, 2011

Time: 9:05 a.m.

Location: L.E.A.S.E. Office Board Room

Type of meeting: Regular

Name of person taking the minutes: Mary Beth Snow

Name of person presiding: Mr. Mike Matteson

Members in attendance:

1. Dr. Lane Abrell
2. Ms. Carolyn Koos
3. Mr. Mike Matteson
4. Mr. Mark Thurwanger

Members absent

1. Mrs. JoEllen Fuller
2. Mr. Michael Pillion
3. Mr. Jeff Prusator

Also present

1. Ms. Mary Jane Chapman, Director
2. Mrs. Pam Carretto, Assistant Director

Reception of Guests and Visitors & Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda (Open and Closed Session Minutes from the Board meeting held on May 13, 2010; April 2010 Bank Reconciliation; Bills, Statement of Position, Investment Report, and C.B.S. Activity Fund Report)

Summary of discussion: Ms. Chapman shared an additional bill list handout.

Motion made by: Mr. Thurwanger

Motion: To approve the bills

Motion seconded by: Ms. Koos

Roll Call: "Yeas" – Thurwanger, Koos, Abrell and Matteson

"Nays" – none.

Action: Passed

Motion made by: Dr. Abrell

Motion: To approve the open and closed session minutes from the board meeting held on May 12, 2011, to approve the April, 2011 bank reconciliation and to approve the statement of position, investment report and C.B.S. activity fund report.

Motion seconded by: Ms. Koos

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve the L.E.A.S.E. 2011-2012 budget.

Summary of discussion: There was no discussion. The public hearing was held earlier.

Motion made by: Dr. Abrell

Motion: to approve the L.E.A.S.E. 2011-2012 budget including the L.E.A.S.E. levy.

Motion seconded by: Ms. Koos

Roll Call: "Yeas" – Abrell, Koos, Matteson and Thurwanger

"Nays" – none.

Action: Passed

Agenda item: Approve the 2011-2012 L.E.A.S.E. Alliance Council and Executive Committee meeting calendar.

Summary of discussion: Ms. Chapman shared that because of the changes in the way federal funds are distributed beginning in the FY12 school year, it is necessary for us to adjust our Executive Committee meeting schedule so that meetings are held earlier in the month. Currently, we setup a payment schedule for federal funds based on expected usage of funds. This provides us with cash in advance for bill payment. Beginning next year, federal funds must be expended prior to receiving reimbursement. In order to continue to pay our bills on time, they will need to be approved by the Executive Committee earlier in the month to receive reimbursement in time for payment. The proposed schedule indicates meetings on the first Tuesday of the month. Please note, this includes a change in the September meeting which was previously approved as part of the current Executive Committee meeting schedule. All meetings are scheduled to begin at 9:00 a.m. The November, 2010 meeting is scheduled for Tuesday, November 1 and is planned to be held at Circuit Breaker School. The Alliance Council Meeting is scheduled for September 26 as discussed last month.

Motion made by: Dr. Abrell

Motion: to approve the revised September 6 meeting date and the remainder of the 2011-2012 L.E.A.S.E. Alliance Council and Executive Committee meeting dates as presented.

Motion seconded by: Mr. Thurwanger

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve the annually required resolution on establishing prevailing wage rates.

Summary of discussion: Ms. Chapman reported that the resolution on prevailing wage rates was included in the packet for review prior to the meeting.

Motion made by: Dr. Abrell

Motion: to adopt the following resolution.

WHEREAS, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works", approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and

WHEREAS, the aforesaid Act requires that the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.) of LaSalle County investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said LaSalle County employed in performing construction of public works, for said LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.); and

Now, therefore, be it ordained by the Executive Committee of the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.), LaSalle County, Illinois, as follows:

SECTION 1: To the extent and as required by “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the LaSalle/Putnam County Educational Alliance for Special Education is hereby ascertained to be the same as the prevailing rate of wages for construction work in the LaSalle County area as determined by the Department of Labor of the State of Illinois as of June, 2011, a copy of that determination being attached hereto as Exhibit “A” and incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of the LaSalle/Putnam County Educational Alliance for Special Education to the extent required by the aforesaid Act.

SECTION 3: The LaSalle/Putnam County Educational Alliance for Special Education shall publicly post or keep available for inspection by any interested party in the main office of the LaSalle/Putnam County Educational Alliance for Special Education (L.E.A.S.E.) this determination or any revisions of such prevailing rate of wage.

SECTION 4: The LaSalle/Putnam County Educational Alliance for Special Education shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The LaSalle/Putnam County Educational Alliance for Special Education shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The LaSalle/Putnam County Educational Alliance for Special Education shall cause a notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of the LaSalle/Putnam County Educational Alliance for Special Education and is effective.

Motion seconded by: Ms. Koos

Voice vote: “Yeas” – all

“Nays” – none.

Action: Passed

Agenda item: Approve a request for Peru Public Schools to purchase speech/language services from L.E.A.S.E. to utilize a current part-time speech pathologist to fill a temporary vacancy due to a maternity leave

Summary of discussion: Ms. Chapman reported that during the March Executive Committee meeting, we reduced the percentage of time for a Speech/Language Pathologist to 10%. He is willing to increase his percent of time to accommodate the request from Peru Elementary

Motion made by: Dr. Abrell

Motion: to approve a request for Peru Public Schools to purchase speech/language services from L.E.A.S.E. to utilize a current part-time speech pathologist to fill a temporary vacancy due to a maternity leave.

Motion seconded by: Mr. Thurwanger

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Approve a motion to enter into a contract with Reliable Computer Services to provide 24 hour server monitoring along with e-mail and website hosting services for the 2011-2012 school year;

Summary of discussion: Ms. Chapman reported that this information was included in the packet for review prior to today's meeting. We are requesting Executive Committee approval to enter into a contract with Reliable Computer Services to host our e-mail and website, and monitor our server for an initial cost of \$540 dollars for the first year and a cost of \$395 every year thereafter. This agreement would allow us to increase bandwidth for internet services, which is particularly important when we are hosting trainings in the office. We would be able to avoid the replacement costs of our web-server, which was the original Novell server for the office. Finally, by having 24 hour server monitoring, we can reduce server "down-time" as problem can be addressed immediately.

Motion made by: Dr. Abrell

Motion: to enter into a contract with Reliable Computer Services to provide 24 hour server monitoring along with e-mail and website hosting services for the 2011-2012 school year;

Motion seconded by: Ms. Koos

Voice vote: "Yeas" – all

"Nays" – none.

Action: Passed

Agenda item: Review for possible approval any applications received from local districts for federal funding through L.E.A.S.E. to meet one or more of the highest priority Cooperative-wide needs indicated on our recently approved needs assessment.

Summary of discussion: Ms. Chapman reported that we have received a request from Mendota Elementary to change the administrative district for a hearing impaired itinerant incentive program from Miller Township to the Mendota Elementary District. This would just be a change in the administrative district for an incentive program. The Executive Committee has approved such requests in the past if the programs continue to provide a needed service within the cooperative. This would not require any new incentive funds.

Motion made by: Mr. Thurwanger

Motion: to change the administrative district for a hearing impaired itinerant incentive program from Miller Township to Mendota Elementary District;

Motion seconded by: Ms. Koos

Voice vote: "Yeas" – all
"Nays" – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: June 6, 2011

Time: 9:15 a.m.

Location: L.E.A.S.E. Office Board Room

A motion was made by: Dr. Abrell

And seconded by Ms. Koos

To adjourn to closed meeting to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Alliance or legal counsel for the Alliance, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Alliance to determine its validity.

Collective negotiating matters between the Alliance and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

The possible review of unreleased closed session minutes

Closed Meeting Roll Call: "Yeas" – Abrell, Koos, Matteson and Thurwanger
"Nays" – none.

Action: Passed

Time of adjournment of closed meeting and return to open meeting: 9:40 a.m.

Motion to Return to Open Meeting

A motion was made by Ms. Koos

And seconded by Dr. Abrell

To return to open meeting

Roll Call: "Yeas" – Koos, Abrell, Matteson and Thurwanger
"Nays" – none.

Action: Passed

Anticipated Action Items After Closed Session

Approve a resolution to hire staff

Summary of discussion: As discussed in Closed Session

Motion made by: Ms. Koos

Motion: To adopt the following resolution:

WHEREAS a vacancy exists for a L.E.A.S.E. Cross-Categorical Coordinator for the 2011-2012 school year and . . .

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it . .

RESOLVED to employ Dale Therrien for the 2011-2012 school year as a full time employee at a rate in accordance with cell B20 on the hiring schedule.

Motion seconded by: Mr. Thurwanger

Voice vote: “Yeas” – all
“Nays” – none.

Action: Passed

Approve a request for Family Medical Leave

Summary of discussion: As discussed in Closed Session

Motion made by: Ms. Koos

Motion: To adopt the following resolution:

WHEREAS Marie McLaughlin, L.E.A.S.E. secretary/technology coordinator, has requested paid leave time and “Family Medical Leave Act” unpaid leave time for an anticipated absence associated with the birth of a child and . . .

WHEREAS L.E.A.S.E. policy and the “Family Medical Leave Act” allows for the use of both paid leave and unpaid leave for an absence associated with childbirth, therefore be it . . .

RESOLVED: to approve Marie McLaughlin’s request for the use of 30 days of paid leave time and for 30 days of unpaid “Family Medical Leave Act” time associated with the anticipated birth of a child, with no change in daily work hours, to begin on or around September 16th, 2011.

Motion seconded by: Dr. Abrell

Voice vote: “Yeas” – all
“Nays” – none.

Action: Passed

Approve employee salaries for the upcoming year(s)

Summary of discussion: As discussed in Closed Session

Motion made by: Dr. Abrell

Motion: To approve certified staff salary increases of 2%, 3% and 4% for FY12-FY14, to approve non-certified staff salary increases of 3%, 3% and 4% for FY12-FY14, to approve increases of 2%, 2% and 2% on the hiring table base and to maintain and cap the T.R.S. payment for certified staff at an amount not to exceed 9%, beginning with the 2011-12 school year.

Motion seconded by: Mr. Thurwanger

Roll call: "Yeas" – Abrell, Thurwanger, Koos and Matteson
"Nays" – none.
Action: Passed

Approve a resolution regarding written closed session minutes for public release.

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Thurwanger

Motion: To adopt the following resolution:

WHEREAS: every six months the L.E.A.S.E. Executive Committee, as required by law, reviews all non-released, written closed session minutes for consideration of public release and . . .

WHEREAS: minutes of meetings closed to the public shall be made available to the public after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential and . . .

WHEREAS: several written closed session minutes are deemed to be acceptable for public release, therefore be it formally . . .

RESOLVED: to release for public review the closed session minutes from December 9, 2010, January 13, 2011, March 10, 2011 and May 12, 2011 and not release the closed session minutes from June 12, 2008 September 11, 2008, February 10, 2011 and April 14, 2011 due to the need to protect the privacy of individuals and the public interest with regard to the unresolved issues discussed.

Motion seconded by: Ms. Koos

Voice vote: "Yeas" – all
"Nays" – none.
Action: Passed

Information Items

C.B.S. monthly report and projected status of the 2009-2010 C.B.S. final billing

Mrs. Carretto reported that the school year at C.B.S. ended with 35 students enrolled. Menno Haven Adventure from Princeton came to C.B.S. and led the students in Adventure Education Activities stressing team building and cooperative skills. It was found to be motivating at the end of the year and we may look into it again. Dimmick School District has donated some computers for student use. We are moving forward in securing AIMSweb Behavior for next year to collect screening and progress monitoring data related to behavior and social skills. Donations from the L.E.A.S.E. staff "casual days" will be shared between C.B.S. and the Starved Rock Area Special Olympics.

Required annual summary report on compliance issues in the Cooperative

Mrs. Carretto reported that L.E.A.S.E. Coordinators are required to report compliance issues to her on a monthly basis. If these issues are dealt with by local districts upon identification, these issues

are not documented in our annual report. However, one compliance issue exists that local districts have been made aware of earlier this year, but still have not yet addressed. Pam will continue to work with these districts and their superintendents to address this one issue. She also noted the resolution by our member districts to meet I.S.B.E. Indicator findings. All districts who received an indicator letter at the beginning of the year have resolved their issue during this year. Overall our districts are doing a good job of being compliant with special education rules and regulations.

Review of Spring 2010 Professional Development Activities sponsored by L.E.A.S.E. and a Preliminary look at the Fall 2010 Proposed Professional Development Plan including a Summer 2010 Autism Workshop update.

Mrs. Carretto shared a listing of the past spring 2011 inservice activities presented by L.E.A.S.E. and reported that the annual L.E.A.S.E. Autism Workshop will be held this year. Inservices were attended and evaluations indicated presenters were very knowledgeable. She also shared information on the professional growth plan for the 2011-2012 school year as well as available workshops in the 2011-2012 school year. Those workshops will focus on PBIS, CPI, autism, differentiated instruction, and hearing impaired. We continue to collaborate with the R.O.E. in our inservice planning efforts and focus on general education teachers and regular education teachers working together.

September 26, 2011 L.E.A.S.E. Alliance Council Meeting planning and discussion of the Alliance Council and Executive Committee vacancies to be filled at the meeting.

Ms. Chapman presented the list of regionally eligible Executive Committee candidates for election at the September Alliance Council meeting. Two elementary district superintendents and one high school district superintendent will need to be elected each for two-year terms. The list of regionally eligible candidates will be distributed to all L.E.A.S.E. Superintendents prior to the meeting.

Update on recent V.O.I.C.E. / legislative, legal, Medicaid, I.S.B.E. and L.E.A.S.E. initiatives

Ms. Chapman reported that ISBE has not yet opened the IDEA Part B grants for FY12. Unfortunately, that means there will be a very short turn-around for districts to submit their sub-grants once it opens. Mrs. Carretto will send out a preliminary memo to include allocations so that districts can begin preparing their grant applications.

Ms. Chapman reported that there is still time to sign up for reimbursement training on June 8th. If someone from your district is interested, they can just call the office to sign up.

Ms. Chapman shared that we will once again be providing a new special education teacher orientation on August 2nd following the ROE new teacher inservice orientation. Please encourage your new special education teachers to attend.

Recent recognition get-together for L.E.A.S.E. staff

Ms. Chapman shared that all L.E.A.S.E. staff including all L.E.A.S.E. Speech Pathologists and C.B.S. staff were invited to L.E.A.S.E. for a staff recognition breakfast on Wednesday June 1st. Fourteen L.E.A.S.E./C.B.S. staff members were recognized for their years of service to the organization. Two staff members were presented with the "Extra Mile" awards for exemplary accomplishments for the organization during the 2010-2011 school year.

Report on current special education vacancies in the Cooperative and on the recruiting efforts made this year by L.E.A.S.E.

Ms. Chapman reported on the current special education teaching vacancies in our districts and shared a summary of our recruiting efforts this year.

Non-Agenda Items from the Executive Committee/Director

There were none.

Approval of Motion to Adjourn

Motion to adjourn made by Dr. Abrell

Motion seconded by Ms. Koos

Action: Passed

Time of adjournment: 10:05 a.m.

Post Meeting Action

Date minutes approved: September 6, 2011

Date minutes were available for public inspection: September 6, 2011

Date minutes were posted on Alliance website: September 6, 2011

LaSalle /Putnam County Educational Alliance for Special Education

Phillip F. Gassman, Principal
Circuit Breaker School
226 East Scott Street
P.O. Box 530
Seneca, Illinois 61360

Telephone 815-357-6633
Fax 815-357-1766

To: Mary Jane Chapman, Director

From: Phil Gassman, Principal

Re: End of Month Report

Date: May 2011

We ended the month with 35 students. We had 1 student enter and no students drop this month. We had one student participate in their home school 8th grade graduation.

We had two staff attend the Social/Emotional Learning Workshop to assist in the development of our social skills curriculum.

Gary Peterlin came to Circuit Breaker School and led us in a Law Day Activity. Students and staff joined in a court room simulation and the students and staff learned a lot and had a great time.

The end of the year cookout went well with hamburgers donated by Polancics being a big hit!

Menno Haven Adventure came to Circuit Breaker and led the students in Adventure Education Activities stressing team building and cooperative skills.

Thank you for your continued support.

CBS Monthly Statistic Report for MAY 2011

1. New students enrolled for the first time this month:	1
2. Total of all students who were on CBS rolls at anytime this month:	36
3. Number of students on rolls at end of month:	34
4. Number of boys on rolls at end of month:	31
5. Number of girls on rolls at end of month:	3

6. List all students who entered the CBS program this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
Boy	Ottawa H.S. #140	5-2-11

7. List students returned to sending, or other responsible district, for any reason this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Entered</u>
Boy	Ottawa H.S. #140	5-9-11

8. List students staffed to residential or other alternative placement this month:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
Boy	Streator Elem. #44	5-5-11

9. List students who have dropped and are not included in #7 or #8 above:

<u>Student's Name</u>	<u>Sending District</u>	<u>Date Dropped</u>
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Attendance Summary:

Total Days Excused & Unexcused	Alternative Educational Placements	Total Days Absent	Total Days Present	Percent of Absenteeism
129.5	-	28	=	101.5
			/	469
			=	15.36%

Circuit Breaker School			Absence Report				
May			2011				
Number	District	Enrolled	Excused	Unexcused	Other	Total	Percent
1	2	21	2	3	0	5	23.81%
2	2	21	0	0	0	0	0.00%
3	9	21	1	1	0	2	9.52%
4	40	21	0	0	0	0	0.00%
5	40	21	4	1	0	5	23.81%
6	40	21	0	21	0	21	100.00%
7	40	21	6	1	0	7	33.33%
8	44	21	0	8	0	8	38.10%
9	44	4	0	0	0	0	0.00%
10	44	21	2.5	0	12	2.5	11.90%
11	120	21	0	0	0	0	0.00%
12	120	21	1.5	1	0	2.5	11.90%
13	122	21	0	0	0	0	0.00%
14	122	21	2	0	0	2	9.52%
15	122	21	1	0	0	1	4.76%
16	122	21	0	0	0	0	0.00%
17	122	21	0	0	0	0	0.00%
18	122	21	1	0	0	1	4.76%
19	124	21	0.5	0	0	0.5	2.38%
20	124	21	0	0	16	0	0.00%
21	140	21	0	7	0	7	33.33%
22	140	21	1	0	0	1	4.76%
23	140	21	2	1	0	3	14.29%
24	140	21	1	4	0	5	23.81%
25	140	21	4	1	0	5	23.81%
26	140	21	1	1	0	2	9.52%
27	140	21	3	0	0	3	14.29%
28	140	6	0	6	0	6	100.00%
29	141	21	3	0	0	3	14.29%
30	141	21	4	2	0	6	28.57%
31	141	21	0	0	0	0	0.00%
32	160	21	0	1	0	1	4.76%
33	280	21	1	0	0	1	4.76%
34	289	21	3	1	0	4	19.05%
35	289	21	3	1	0	4	19.05%
36	535	21	0	0	0	0	0.00%
	Totals	661	44.5	57	28	101.5	15.36%

